



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Account Sections

Division: Central Office

Sub-Section:

TITLE: Expenditure Report

CUTOFF:

DESCRIPTION: Expenditure report is a computer report prepared by the Central Office for a hospital which reflects the hospital's expenditures by object (personal and capital improvements) and by budgetary code (sub-classifications of object)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 5878

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1972

TITLE: Labor Distribution Reports

CUTOFF:

DESCRIPTION: Labor distribution is a computer report prepared by the Central Office for a hospital which reflects the hospital's cost of labor by areas.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 5875

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1972

TITLE: Nursing Home Activity Report

CUTOFF:

DESCRIPTION: Nursing home activity report is a written request from a hospital to the Central Office for division funds to pay all or to supplement the cost of nursing home care.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 5880

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1972



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Account Sections

Division: Central Office

Sub-Section:

TITLE: Personal Services Summary

CUTOFF:

DESCRIPTION: Personal services summary is a management tool in that is reports the personnel cost by payroll title within service to date and projects that cost-to-continue to the end of the fiscal year for comparison against personal services appropriation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 5879

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1972